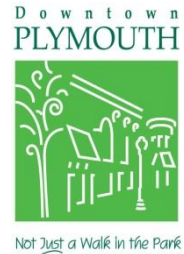


Thursday, January 12, 2017 Meeting Minutes



**CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES**

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CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, January 12, 2017  
Regular Meeting Minutes

Meeting called to order at 7:00 p.m. by Vice Chairperson Jason Smith.

1. ROLL CALL

MEMBERS PRESENT:

Jason Smith, Vice Chairperson  
Dan Dwyer, Mayor  
Dan Amos  
Jim Frisbie  
Michele Potter  
Brent Rieli  
Frank Yaquinto

MEMBERS ABSENT:

Oliver Wolcott, Chairperson  
Penny Flury  
Dan Johnson  
Lindsey Lebovitz  
Robert Parent  
Kerri Pollard

OTHERS PRESENT:

Tony Bruscatto, DDA Director  
Sam Plymale, DDA Coordinator  
Ellen Elliott, Penn Theatre  
John Townsend, resident  
Dave Rucinski, resident

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Jason Kanopka, resident

2. CITIZEN COMMENTS:

Resident Jason Konopka thanked the DDA for the public meeting regarding the Kellogg Park fountain. Konopka asked if the DDA had the final decision on the fountain design and how the fountain subcommittee was formed.

Vice Chairperson Jason Smith said the DDA ultimately had the final decision and decided to honor the fountain workshop committee's 9-7 vote in favor of the traditional design. Smith said the fountain workshop committee was a cross section of residents, business owners, local service group members and other community members who had interest in the project.

3. BOARD COMMENTS:

Vice Chairperson Jason Smith welcomed new DDA Board Member Brent Reili.

4. APPROVAL OF AGENDA:

A motion was made by Director Potter and seconded by Mayor Dwyer to approve the January 12, 2017 regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

- a. A motion was made by Mayor Dwyer and seconded by Director Yaquinto to approve the December 8, 2016, regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

- a. DDA 2016 goals update

Vice Chairperson Jason Smith and Staff Director Bruscato gave an update on the 2016 DDA Goals. Vice Chairperson Smith said that DDA goals for the 2017 year will be set at the February DDA meeting.

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**Saxton's Property** – Staff Director Bruscato said that the Saxton's RFP subcommittee will meet with developers on January 24 at 1 p.m., 3 p.m. and 5 p.m. Vice Chairperson Smith said the meetings are open to the public and there will be more discussion on the proposals in the future.

Staff Director Bruscato said that a pipe burst at the Saxton's property and Belfor restoration services and Horton plumbing have cleaned the area and fixed the issue.

**Tree Lights** – Bruscato said the DDA plans to continue expanding on this program in 2017.

**Parking Lot/Alley Improvements** – Bruscato said the Fleet St. Alley project is complete, but there is now a sewer issue behind Alpine Chocolat Haus. Work is scheduled to begin next week to fix the issue and there could be intermittent closures of the alley as a result.

Bruscato said staff is still collecting information on the block style enclosures for the trash compactors and would present findings at the February meeting.

Bruscato said a comprehensive structural analysis of the Central Parking Deck would begin over the next couple weeks.

**Kellogg Park Fountain Upgrades** – Bruscato said the next designs and cost estimates are expected to be submitted by early February.

Mayor Dwyer said there is no need to bring the new designs before the DDA Board or the City Commission.

Bruscato said the once the designs are received, the next step will be to go before the Historic District Commission.

b. Central Parking Deck repairs resolution

RESOLUTION

*The following Resolution was offered by Director Frisbie and seconded by Director Potter.*

*WHEREAS The Downtown Development Authority Board has made it a priority to keep the Central Parking Deck operational by conducting annual repairs and maintenance, and*

*WHEREAS At times, emergency repairs are needed to keep the deck safe for all those who park in the structure,*

*WHEREAS RAM Construction has inspected the central parking deck and recommended emergency repairs, including concrete replacement on the upper level of the structure,*

*NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby authorizes \$5,800 for emergency repairs to the central parking deck. Funding for this effort is authorized from account # 405.290.977.813.*

**MOTION PASSED UNANIMOUSLY**

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7. New Business

a. Outdoor Dining Policy

Staff Director Bruscato offered a recommendation that no changes should currently be made to the Outdoor Dining Policy.

Mayor Dwyer said he agreed with the recommendation and thanked DDA Staff for the detailed reports on patio umbrella and square footage information. Mayor Dwyer said that the patios are an essential part of what makes Downtown Plymouth great and that the DDA should continue to monitor the policy for any needed updates.

Director Reili said the outdoor dining patios keep the city vibrant and policies should not be prohibitive to restaurant owners.

Vice Chairperson Smith commended staff on the research provided to the DDA Board. Vice Chairperson Smith said that he agrees with the recommendation. Vice Chairperson Smith directed staff to explore potential regulation of umbrella size and amount of umbrellas allowed in a given patio.

8. Reports and Correspondence

a. Saxton's Expenditure Tab

Staff Director Bruscato gave an update on expenditures related to the Saxton's property.

b. Website update

DDA Coordinator Sam Plymale updated the DDA Board on the website update of [www.downtownplymouth.org](http://www.downtownplymouth.org). The newly designed website is anticipated to go live in April of 2017.

c. 2017 DDA goals

Vice Chairperson Smith said the DDA Board members will decide on DDA goals for 2017 at the February meeting.

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d. 150<sup>th</sup> Plymouth Celebration

Ellen Elliott, Penn Theatre and resident, updated the board on the Penn Theatre and Plymouth Historical Museum's collaborative efforts for Plymouth's 150<sup>th</sup> Anniversary Celebration.

9. Adjournment

Director Frisbie made a motion to adjourn the meeting, seconded by Mayor Dwyer.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:45 p.m.